



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

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January 11, 2013

To: Audit Committee

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the printed name and title.

REVIEW OF BOARD POLICY 3.050

Based on the request of the Executive Officer of the Board of Supervisors, this Office has reviewed the Board of Supervisors Policy 3.050: Identification Cards. The results of Annual Surveys since 2009, as mandated by Board Policy, show that the Foreign Consulate ID Cards (FCICs) continue to be utilized regularly in ways that facilitate the delivery of services to County residents. There have been some problems noted with authenticating some of the FCICs, and we recommend a minor revision to reflect that we will work with the consulates of the three approved countries to establish a formal authentication process for FCICs submitted to a department on workday, weekends and after hours. We recommend the Sunset Review date be extended four more years to March 31, 2017.

Should you have any questions, you may contact Lourdes Saab at (213) 974-1307 or lsaab@ceo.lacounty.gov.

WTF:RA:LS
GW:ed

Attachment

c: Executive Officer, Board of Supervisors

ATS 2012/ATS C100271_Aud Comm



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
3.050	Identification Cards	06/11/02

PURPOSE

Establishes a County policy to accept foreign consulate identifications cards as valid photo identification for County services/programs.

REFERENCE

June 11, 2002 Board Order, [Synopsis 90](#)
 January 14, 2003 Board Order, [Synopsis 56](#)
 February 8, 2005 [Board Order 14](#)

POLICY

- 1) When members of the public are required to provide identification, County departments are authorized to accept as valid identification a photo identification card issued by the Consulate of Mexico known as the Matricula Consular Identification Card.
- 2) The Chief Executive Officer is delegated the authority to approve acceptance of other foreign consulate identification cards after notifying the Board of Supervisors, if the card meets the following requirements:
 - a) The card includes on its face a photograph of the person, the person's date of birth, height and weight, and current address;
 - b) The applicant was required to provide reliable identifying information in order to obtain the card; such as a passport, birth certificate, or other document acceptable to the CEO; and

- c) The card has features reasonably designed to protect against fraud and counterfeit reproduction.
- 3) Consistent with No. 2 above, as of March 2009, the CEO has approved acceptance of identification cards from the consulates of Argentina and the Republic of Korea.
- 4) The CEO will notify the Board of all applications of foreign consulate identification cards deemed as satisfying requirements of this Policy, and provide Board members with adequate time to place the matter on a Board Agenda if so desired.
- 5) The CEO will compile and make readily available to County departments a list of the identification cards that meet the requirements established by this Policy.
- 6) In December of each year, the CEO shall provide the Board with an annual review of the use of consulate cards by departments, including training provided and information on any operational issues. The initial annual review shall address the issue of the appropriateness and feasibility of conducting background checks and/or obtaining fingerprints along with the issuance of consulate cards.
- 7) The CEO may deny acceptance of previously authorized or proposed consulate cards otherwise meeting requirements based on security considerations.
- 8) A County accepted foreign consulate identification card is to be used for identification purposes only and shall not be accepted as proof of legal residency.
- 9) The Policy to accept foreign consulate cards does not apply under circumstances where (1) a Federal or State statute, administrative regulation or directive, or court decision requires that County departments request different identification, (2) a Federal or State statute or administrative regulation or directive pre-empts local regulation of identification requirements, or (3) the County would be unable to comply with a condition imposed by funding source, which would cause the County to lose funds from that source.
- 10) No County department is required to accept a foreign consulate identification card if it has reasonable grounds for determining that the identification card

provided by an individual is counterfeit, altered, improperly issued to the cardholder, or otherwise not accurate identification. At the direction of the CEO the office of Protocol will work with the consulates of Mexico, Argentina and the Republic of Korea to establish a formal process by which a department may authenticate any questionable identification cards submitted during workday, weekend, or after hours.

RESPONSIBLE DEPARTMENT

The Chief Executive Office

DATE ISSUED/SUNSET DATE

Issue Date: June 11, 2002

Reissue Date: January 14, 2003

Reissue Date: February 8, 2005

Review Date: April 16, 2009

Sunset Review Date: January 14, 2003

Sunset Review Date: February 8, 2005

Sunset Review Date: February 8, 2009

**Sunset Review Date: March 31, 2013
2017**